

**THIS POSITION WILL BE WORKING PRIMARILY WITHIN THE MAINTENANCE PROGRAM OF THE CLUBHOUSE.**

The AFSCME Local 411 bargaining unit represents this position. Therefore, there may be contract language which could require consideration in the selection process.

**MACOMB COUNTY**

**VACANT POSITION POSTING**

**CLASSIFICATION TITLE:** Mental Health Worker III (Psychosocial Rehabilitation Services)

**OPENING DATE: 09-29-06**

**CLOSING DATE: 10-13-06**

**DEPARTMENT:** Macomb County Community Mental Health

**SALARY RANGE:** \$30,632.03 to \$36,037.68

**CURRENT HOURS AND STARTING TIME:** Full-time (37.5 hours per week) position; the starting time for this position currently is 8:30 a.m. **May work occasional evenings, weekends, and holidays.**

**F.L.S.A. STATUS:** Non-exempt

**APPOINTING AUTHORITY:** Executive Director

**GENERAL RESPONSIBILITIES:**

The employee in this classification, under the supervision of an assigned supervisor, provides support activities for the Clubhouse program; provides support to the psychosocial rehabilitation services population; implements day to day decisions within assigned program content; participates in the resolution of crisis situations as needed; performs related duties as assigned.

**ESSENTIAL FUNCTIONS:**

- Provides direct rehabilitative services to psychosocial rehabilitation services population as assigned.
- Implements, monitors, and participates in the daily functions and operations of activities, including training Clubhouse members in various life and job skills.
- Provides weekly documentation identifying the needs of the Clubhouse population, implementation of rehabilitative services and member progress towards goals.
- Maintains records according to established agency record keeping protocols.
- Maintains knowledge of Clubhouse standards and objectives through meetings, conferences, readings and in-service trainings.

**ESSENTIAL FUNCTIONS (continued):**

- Provides support to members pursuing educational goals, such as but not limited to assisting with enrollment in program and obtaining a GED.
- Participates in the development and maintenance of employment opportunities for program participants.
- Participates in the resolution of crisis situations as needed.
- Operates an automobile while performing assigned job duties.

**ADDITIONAL FUNCTIONS:**

- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

**EDUCATION, TRAINING AND EXPERIENCE:**

- Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test
- A minimum of two (2) years of working with adults with a mental illness in a rehabilitation or community based program.
- As a condition of employment, an employee in this classification must possess and maintain a current Michigan Chauffeurs License within 2 weeks from the date of hire.
- Successful completion of the probationary period for the position of Mental Health Worker III.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

**ADDITIONAL QUALIFICATIONS:**

- Ability to work effectively with minimal direct supervision.
- Ability to work well with others and follow directions.
- Effective written and verbal communication skills.
- Ability to establish and maintain effective working relationships with staff and the public.
- Possession of a valid Michigan driver's license.
- Possession of an operable automobile for authorized departmental travel.
- Ability to conduct oneself with tact and courtesy.

All interested, current Macomb County AFSCME Local 411 employees, including full-time and part-time, must complete an Application for Internal Candidates and submit it to the Human Resources Department by 5:00 p.m. on the closing date. Internal applications can be obtained on the County Intranet or from the Human Resources Department.

**THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER**